



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 14 2024

MEMORANDUM

**DIVISION TRAINING OF TRAINERS ON THE MATATAG CURRICULUM
FOR KINDERGARTEN, GRADES 1, 4, AND 7
SCHOOL LEADERS AND TEACHERS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. In furtherance of the MATATAG Curriculum implementation and in preparation for the forthcoming School-Based Training of Teachers, the Division shall conduct the above-captioned activity on **May 18 to 22, 2024 at the Baguio Teachers' Camp, Baguio City.**
2. This training is designed to offer professional development support to teachers and school leaders, ensuring a comprehensive grasp of the MATATAG Curriculum. More specifically, the training will equip teachers and school leaders with the essential knowledge, skills, and competence required to successfully introduce the new curriculum in the coming School Year 2024-2025.
3. The list of official participants, including the Program Management Team and Learning Management Team, is reflected in the attached **Enclosures 1 to 3.** All participants are directed to pre-register on or before **May 15, 2024** through the link: <https://tinyurl.com/MATATAGMuntinlupaDTOT-2024>.
4. All participants are hereby directed to assemble at the **SDO Muntinlupa on May 17, 2024, at 9:00 PM.** This designated time will serve as the meeting point for pick-up in preparation for the trip from Muntinlupa to Baguio City. The list of participants per bus, along with their designated transportation lead, is detailed in the attached **Enclosure No. 5**, for your reference.
5. The **Day 1 of the said training will be on May 18, 2024 (Saturday).** **Registration is scheduled to commence at 8:00 AM**, followed by the **opening program starting at 9:00 AM in the plenary session at the ABADA Hall.** Likewise, individual sessions will take place in designated breakout rooms according to subject area. The assignment of sessions by grade level and subject area, along with their respective venues, will be announced during the opening program and displayed onsite, for guidance and reference.
6. **All participants shall be granted service credit and/or compensatory time-off**, as applicable, in accordance with DepEd Order No. 53, s. 2003 - Updated Guidelines on the Grant of Vacation Service Credit for Teachers and CSC & DBM



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Joint Circular No. 2 s. 2004 on "Non-monetary Remuneration for Overtime Services Rendered.

7. Similarly, all participants are required to complete the pretest and posttest examinations that will be provided both prior to and following the training session. Moreover, participants are expected to bring their **personal laptops, extension cords, and pocket wifi/data load** or any additional tools necessary for internet connectivity. The participants are also instructed to secure their **Microsoft365 account** to guarantee seamless access to the training materials on the scheduled training date.

8. The participants are expected to adhere to the following requirements:

- Maintain **100% attendance and focus** during training hours;
- Ensure **100% submission** of the required outputs; and
- Achieve a **100% passing rate** in the post test.

9. Furthermore, all participants are reminded to bring their maintenance medication as needed. Please note that the PMT has a limited capacity to provide medication for chronic or long-term conditions and other prescribed health concerns. However, the Division nurse will be available to address medical needs.

10. All participants are advised to wear appropriate attire during the seminar.

11. Travel expenses, meals, and accommodation of the participants shall be charged against the **2024 Funds for the MATATAG Curriculum Training**, subject to usual accounting and auditing rules and regulations.

12. This memorandum shall serve as the **Authority to Travel** of the concerned participants.

13. The following enclosures are provided, for reference:

Enclosure 1: List of Official Participants

Enclosure 2: Program Management Team

Enclosure 3: Learning Management Team

Enclosure 4: Terms of Reference (TOR)

Enclosure 5: Indicative Program of Activities

Enclosure 6: Transportation Arrangement and Bus Number Assignment

14. Immediate and wide dissemination of, and strict compliance with this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

CURRICULUM
TRAINING

PRINCIPALS
PROGRAM

TEACHERS
LEARNING AREAS

ASSESSMENT

IMR/ MATATAG-DTOT
159 May 10, 2024

UN-2024-159



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Enclosure: 1 List of Official Participants in the MATATAG Division Training of Trainers (DTOT)

KINDERGARTEN

	Name	Position	School/Office
1	Ada Trinidad Tagle	PSDS	SDO
2	Cristine Victoria	MT	CESM
3	Juliet D. Jajala	MT	FAES
4	Bernadeth Rellones	MT	AES
5	Denia D. Araza	MT	SESM
6	Victoria Pangan	MT	BEU1
7	Maryjane Casacop	MT	TES
8	Jocelyn Clemente	MT	MES
9	Merla L. Caserial	MT	SHES
10	Erma Balagbis	MT	CESA
11	Lorelie Arambulo	MT	IES
12	Airene Raymundo	MT	AES
13	Joana Supetran	MT	CESM
14	Noema O. Gillego	MT	BSEM
15	Micaela Rochelle B. Balolot	MT	SHES
16	Marinel Buted	MT	BESU1
17	Ma. Preciosa Laderas	MT	AES
18	Mayvell Cordova	MT	BULI ES
19	Maricel Dimaano	MT	AES
20	Elda M. Goña	MT	LIS



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

GRADE 1

	Name	Position	School
1	Ma. Myra Namit	PSDS	SDO
2	Yaledegler Maligaya	PSDS	SDO
3	Buena Dela Cruz	SH	BESM
4	Catherine Rufo	MT	MES
5	Cunegunda Mejica	MT	POBES
6	Narcisa Inocencia	MT	BESM
7	Jonalyn Dungca	MT	IES
8	Joan Claire De Padua	MT	TES
9	Nora Cruz	MT	CESM
10	Raquel Montana	MT	SHES
11	Lorraine Lelis	MT	PES
12	Razel Estareja	MT	MES
13	Elizabeth Tiston	MT	CESA
14	Ginazel Beaulieu	MT	FAES
15	Analyn Dacara	MT	BESM
16	Sahlee Donceras	MT	AES
17	Criselda Paciente	MT	BES I
18	Vivian Rempillo	MT	SESM
19	Helen Tadena	MT	POBES
20	Arvilita Rodin	MT	MES



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

SCIENCE

	Name	Position	School
1	Felipe W. Marapao Jr	SH	CSHS
2	Carmelita P. Razon	MT	MES
3	Aurea Gascon	MT	POBES
4	Henel T. Perez	MT	MES
5	Janet E. Lincuico	MT	AES
6	Kristine San Pedro	MT	POBES
7	Clarisa C. Avila	PSDS	SDO
8	Abigail De Lios	MT	MBHS Annex
9	Rosalinda Benavidez	MT	MNHS
10	Gregorio G. Taclas	MT	PEDHS
11	Catherine Vasol	MT	PES
12	Catherine Galan	MT	PEDHS

ENGLISH

	Name	Position	School
1	Maria Hazel B. Hernandez	SH	FDMESSA
2	Girly C. Campos	MT	TES
3	Robert Ramada	MT	FAES
4	John Eric P. Musni	MT	MES
5	Eleonida S. Tabaranza	MT	BES
6	Adelinda D. Dollesin	MT	FDMESSA
7	Enrico C. Madarcos	MT	IES
8	Alyssa V. Aventurado	PSDS	SDO
9	Mhaygleen L. Lunar	HT	LIS
10	Eufracia V. Magahis	MT	MNHS
11	Gemma T. Cayomba	MT	MNHS
12	Melecio Balero	MT	TNHS
13	Ranah Jill Q. Benzulano	MT	PEDHS
14	Monica S. Lontok	MT	MNHS



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

MATHEMATICS

	Name	Position	School
1	Ma. Aurora S. Bartolaba	SH	AES
2	Reynaldo O. Comisario	SH	VHES
3	Benelin G. Rumbaoa	MT	BES
4	Marlon R. Parreno	MT	VHES
5	Evangeline M. Ramos	MT	PES
6	Norlito A. Argante	MT	MES
7	Eden G. Binaday	SH	PNHS
8	Marilyn E. Salivio	HT	MNHS
9	Roxanne B. Dolleton	HT	LIS
10	Maria Girley N. Diquit	MT	MNHS
11	Teresita Muldong	MT	PEDHS
12	Chona C. Bundoc	MT	TNHS

FILIPINO

	Name	Position	School
1	Raul T. Felix	SH	POBES
2	Maila C. Lorenzo	MT	AES
3	Hazel G. Amor	MT	PES
4	Mildred A. Zabala	MT	IES
5	Marilou M. Manansala	MT	FDMES
6	Melinda D. Dauba	MT	MNHS
7	Mary Ann O. Wijetunge	MT	MNHS
8	Mylyn M. Vallejo	MT	MNHS-
9	Marsha Liza M. Calipayan	HT	PNHS
10	Brenda C. Escopete	MT	PEDHS



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

MAPEH

	Name	Position	School
1	Melanie M. Diaz	MT	PES
2	Rebecca Kondo	MT	POBES
3	Robert Abrantes	MT	CESM
4	Mary Jane Pangan	MT	PES
5	Shiela Acebes	MT	FDMES
6	Cherry Fuentes	MT	FDMES
7	Lyra Zaragoza	MT	MNHS
8	Rogelio Cabanting Jr	MT	PEDHS
9	Juanita Paje	MT	PEDHS
10	Jose Jacinto Ramos	MT	MNHS
11	Farida Soriaga	MT	MNHS
12	Almario Quesada	MT	MNHS

ARALING PALIPUNAN

	Name	Position	School
1	Edizer C. Laqueo	SH	CESM
2	Edsel B. Basilla	MT	LIS
3	Annie D. Pesito	MT	BESM
4	Raymond C. Reginio	MT	TES
5	Jecelyn Salmon	MT	VHES
6	Maria Martha R. Ullero	MT	PEDHS
7	Eric F. Fungo	PSDS	SDO
8	Bienvinido E. Dayuta Jr.	MT	MNHS
9	Audepaz E. Benitez	MT	MNHS
10	Marilyn C. Andresio	HT	PNHS



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

GMRC / ESP

	Name	Position	School
1	Jessie Arroyo	MT	TES
2	Josephine Alacon	MT	PES
3	Jane May Valbuena	SH	BESU 1
4	Alma Bituin	SH	FAES
5	Melissa Columna	MT	TES
6	Josie Sapanta	MT	PEDHS
7	Antonio Rocha	SH	MNHS
8	Arlene Joy Mananguit	MT	MBHS ANNEX
9	Pillar M. Castillo	MT	MNHS
10	Crisencia G. Saludez	MT	PEDHS

TLE

	Name	Position	School
1	Antonio Gagala	SH	SHES
2	Jayson Manikan	MT	AES
3	Maria Helen P. Eyas	MT	BESM
4	Waren A. Tabulina	MT	VHES
5	Jasmin D. Fuentes	MT	POBES
6	Rosendo E. Sangalang	SH	LIS
7	Gregorio S. Quineri	MT	PEDHS
8	Maria Teresa C. Resos	MT	PEDHS
9	Aires DC Marquez	MT	MNHS
10	Gerry V. Domalanta	MT	PEDHS
11	Yvonne R. Alba	MT	PEDHS



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Enclosure: 2 DIVISION PROGRAM MANAGEMENT TEAM

Division Executive Committee

	Name	Position	Office
1	Dr. Violeta M. Gonzalez CESO VI	ASDS	OSDS
2	Ms. Madeline L. Diaz	CID, Chief	CID
3	Ms. Ma. Regalee A. Olarte	OIC, SGOD Chief	SGOD

Program Management Team

	Name	Position	Subject area assigned
1	Ma. Teresa Indap	Nurse	Kindergarten
2	Reynante Tejada	Engineer	Kindergarten
3	Eduardo L. Kondo	PDO II	Grade 1
4	Lourdes Rodilla	AO IV	English
5	Phobe Arroyo	SEPS	Mathematics
6	John Lord G. Vivo	PDO I	Science
7	May L. Borjal	IT Officer	Filipino
8	Jericho B. Ylen	ADAS III	AP
9	Joeycor J. Rendon	Admin Aide VI	GMRC/ESP
10	Michael F. Domingo	PDO I	MAPEH
11	Reynante Benito	PDO II	EPP/TLE
12	Chelo D. Rongavilla	Eps II- SMME	Overall M&E
13	Andres F. Sicam Jr	Eps II-HRD	Overall Secretariat
14	Ivy M. Romano	SEPS -HRD	Overall Program Lead



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Enclosure: 3 LEARNING MANAGEMENT TEAM

Resource Speaker

	Name	Position	Subject Area
1	Ms. Madeline Ann L. Diaz	CID, Chief	SCIENCE
2	Ms. Ma. Regaele Olarte	OIC, SGOD Chief	SCIENCE
3	Dr. Armida S. Oblinada	EPS	SCIENCE
4	Dr. Ador B. Querubin	SH	SCIENCE
5	Dr. Florante C. Marmeto	SH	MATH
6	Mr. Hilario Canasa	SH	MATH
7	Mr. Lambert Quesada	EPS	MATH
8	Dr. Ma. Carmen Solayao	EPS	ENGLISH
9	Ms. Jinky Santos	SH	ENGLISH
10	Ms. Marie Ann Esmeria	SH	ENGLISH
11	Dr. Jayboy Evano	PSDS	ENGLISH
12	Dr. John Albert B. Colle	EPS	FILIPINO
13	Dr. Rhodora V. Mandap	SH	FILIPINO
14	Dr. Mark Joseph Fernandez	EPS	AP
15	Ms. Mariel Eugene L. Luna	EPS	AP
16	Ms. Edison Enerlas	EPS	MAPEH
17	Dr. Evangeline M. Aman	PSDS	MAPEH
18	Dr. Lilibsa B. Palce	EPS	ESP
19	Ms. Vilma Viloria	SH	GMRC
20	Ms. Olivia Elloso	SH	GMRC
21	Dr. Gina U. Urquia	EPS	EPP
22	Dr. Leonaida Gutierrez	EPS	TLE
23	Dr. Ma. Theresa Dela Rosa	PSDS	GRADE 1
24	Dr. Shella C. Navarro	SH	GRADE 1
25	Dr. Marissa Andanza	EPS	Kindergarten
26	Dr. Jennifer Joson	SH	Kindergarten



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Enclosure 4: Terms of Reference/Duties and Responsibilities of the Members of the Program and Learning Management Teams

The following are the members of the Program Management Team and their respective Terms of Reference.

PROGRAM & LEARNING MANAGEMENT TEAM

Role	Terms of Reference	Concerned Unit/Individual
Program Executive Committee Lead	<ul style="list-style-type: none">Serves as the overall program lead of the MATATAG Curriculum Training	Dr. Violeta M. Gonzales ASDS
Overall Program Manager Program Manager	<ul style="list-style-type: none">Supervises the pre, during, and post implementation of the entire program focusing on program management.Coordinates all aspects of the entire program, including strategic planning, organizing resources, managing individuals, ensuring adherence to timelines, and the successful implementation and completion of the program objectives.Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards.Orients the PMT and the resource persons/ subject-matter experts on their terms of reference and the details of the program design.Leads in conducting debriefing with the PMT and resource speakers/ subject-matter experts.Prepares the CPD documents for submission to the PRC through the NEAP-R.Leads in crafting the Program Completion Report.	SGOD Ms. Regaele A. Olarte OIC-Chief Supervisor Ms. Ivy M. Romano, SEPS, Human Resource Development Section (HRDS)

<p>Overall Learning Manager</p> <p>Learning Manager(s)</p>	<ul style="list-style-type: none"> • Supervises and coordinates all aspects of a program with a strong emphasis on content areas and learning outcomes. • Leads the conduct of the program per session room. • Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/ subject-matter experts. • Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities and by addressing emerging learning needs. • Facilitates management of learning activities as scheduled and as needed. • Facilitates integration session at the end of the intervention, including preparation of Workplace Application Plan. • Ensures that the pre-assessment is administered. • Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M&E Coordinator. • Prepares and sends a communication to participants' supervisors regarding program completion and the importance of implementing the Workplace Application Plan 	<p>CID Ms. Madeline Ann L. Diaz CID Chief Supervisor</p> <p>Dr. Liliosa B. Palce, EPS-EsP Mr. Lambert Quesada, EPS-Mathematics</p>
<p>Resource Speaker/ Subject-matter Expert</p>	<ul style="list-style-type: none"> • Applies effective presentation and facilitation techniques in conducting assigned sessions. • Provides expert content input during learning sessions. 	<p>CID Trainer Trainers (from the RTOT)</p>
<p>M&E Coordinator</p>	<ul style="list-style-type: none"> • Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT. 	<p>SGOD Ms. Chelo D. Rongavilla, EPSp II, SM&E</p>

	<ul style="list-style-type: none"> • Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist. • Applies process observation and prescribed tools to monitor and evaluate program delivery. • Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing. • Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation. • Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report. 	Identified M&E Coordinator per cohort
Documenter	<ul style="list-style-type: none"> • Documents the proceedings of the learning sessions using the prescribed documentation template. • Takes photos of the different parts of the program delivery. 	SGOD Human Resource Development Section (HRDS) Identified Documenter per cohort
Secretariat	<ul style="list-style-type: none"> • Attendance to registration needs of learners. • Ensures that learners fill up attendance sheets every day. • Prepares directory of participants based on registration forms. • Assists in the distribution of learning materials and supplies. • Assists in posting and collection of session outputs. • Compiles session documents and learning resource materials. 	SGOD Mr. Andres F. Sicam, EPSp II, HRDS Identified Secretariat per cohort
Welfare Officer	<ul style="list-style-type: none"> • Ensures that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are adequate and 	SGOD Ms. Teresa Indap, Division Nurse Mr. Eduardo Kondo, PDO I & DRRM Coordinator

	<p>available at all times in the venue.</p> <ul style="list-style-type: none">• Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/ subject-matter experts (including incidents of social exclusion, sexual harassment, etc.).	
--	--	--



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Enclosure: 5 Indicative Program of Activities

DAY 1: May 18, 2024			
OPENING PROGRAM			
Time	Duration	Activity	Person-in-Charge
8:00 - 9:00 a.m.	1hr	Registration	PMT
9:00 - 9:15 a.m.	15m	Preliminaries <ul style="list-style-type: none">Nationalistic SongEcumenical PrayerDepEd Quality Policy StatementGalaw Pilipinas	PMT
9:15 - 9:25 a.m.	10m	Opening Remarks and Inspirational Message	VIOLETA M. GONZALES, CESO VI Assistant Schools Division Superintendent
9:25 - 9:30 a.m.	5m	Acknowledgment of Participants	PHOEBE R. ARROYO SEPS P&R
9:30 - 10:10 a.m.	40m	The MATATAG Curriculum: An Overview	MADLINE ANN L. DIAZ CID, Chief
10:10 - 10:20 a.m.	10m	MATATAG Curriculum Program Design	MA. REGAELE OLARTE OIC-SGOD, Chief
10:20 - 10:35 a.m.	15m	Terms of Reference and House Rules	IVY M. ROMANO SEPS-HRD
10:35 - 10:45 a.m.	10m	M&E Plan	CHELO DG. RONGAVILLA Eps II- SMME
10:45 - 11:00 a.m.	15m	Health Break	
11:00 a.m. - 12:00 p.m.	1hr	Pre-Test	
12:00 n.n. - 1:00 p.m.	1hr	Lunch Break	
1:00 - 2:00 p.m.	1hr	Session 1 PLENARY The General Shape of the MATATAG Curriculum	MADLINE ANN L. DIAZ Chief, CID
2:00 - 3:30 p.m.	1hr30	Session 2 PLENARY 21st Century Skills in the MATATAG Curriculum	ADOR B. QUERUBIN School Head, TNHS
3:30 - 3:45 p.m.	15m	Health Break	
3:45 - 5:15 p.m.	1hr30	Session 3 BREAKOUT SESSION	Learning Facilitator
5:15 - 5:30 p.m.	15m	End-of-Day Evaluation & Reminders	



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

DAY 2 • May 19, 2024			
Time	Duration	Activity	Person-in-Charge
8:00 - 8:30 a.m.	30m	Preliminaries	
8:30 - 10:00 a.m.	1hr30	Session 4 BREAKOUT SESSION	Learning Facilitator
10:00 - 10:15 a.m.	15m	Health Break	
10:15 a.m. - 12:00 n.n.	1hr45	Session 4 (continuation) BREAKOUT SESSION	Learning Facilitator
12:00 n.n. - 1:00 p.m.	1hr	Lunch Break	
1:00 - 2:15 p.m.	1hr15	Session 5 BREAKOUT SESSION	Learning Facilitator
2:15 - 2:30 p.m.	30m	Health Break	
2:30 - 4:00 p.m.	1hr30	Session 5 (continuation) BREAKOUT SESSION	Learning Facilitator
4:00 - 4:30 p.m.	30m	End-of-Day Evaluation & Reminders for Day 2	

DAY 3 • May 20, 2024			
Time	Duration	Activity	Person-in-Charge
7:30 - 8:00 a.m.	30m	Preliminaries	
8:00 - 9:00 a.m.	1hr	Session 6 PLENARY MATATAG Curriculum Instructional Design Framework	MA. REGAELE OLARTE EPS, SGOD
9:00 - 9:15 a.m.	15m	Health Break	
9:15 a.m. - 12:00 n.n.	2hr45	Session 7 BREAKOUT SESSION	Learning Facilitator
12:00 n.n. - 1:00 p.m.	1hr	Lunch Break	
1:00 - 2:15 p.m.	1hr15	Session 7 (continuation) BREAKOUT SESSION	Learning Facilitator
2:15 - 2:30 p.m.	15m	Health Break	
2:30 - 4:30 p.m.	2hr	Session 7 (continuation) BREAKOUT SESSION	Learning Facilitator
4:30 - 5:00 p.m.	30m	End-of-Day Evaluation & Reminders	



Republic of the Philippines
 Department of Education
 NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

DAY 4 - May 21, 2024			
Time	Duration	Activity	Person-in-Charge
8:00 - 8:30 a.m.	30m	Preliminaries	
8:30 - 10:00 a.m.	1hr30	Session 8 PLENARY Integrating 21st Century Skills in Classroom-Based Assessment	LAMBERT QUESADA EPS, MATH
10:00 - 10:15 a.m.	15m	Health Break	
10:15 a.m. - 12:00 p.m.	1hr45	Session 9 PLENARY Classroom Practices to Promote Inclusion for Special Needs Education Learners (SNED)	LILIOSA PALCE EPS, ESP
12:00 n.n. - 1:00 p.m.	1hr	Lunch Break	
1:00 - 3:00 p.m.	2hr	Session 10 PLENARY Classroom Observation in the Context of MATATAG Curriculum	MARK JOSEPH C. FERNANDEZ PSDS
3:00 - 3:15 p.m.	15m	Health Break	
3:15 - 4:15 p.m.	1hr	Session 10 BREAKOUT SESSION Classroom Observation in the Context of MATATAG Curriculum (Demonstration Teaching)	Learning Facilitator
4:15 - 4:30 p.m.	15m	End-of-Day Evaluation & Reminders	

DAY 5 May 22, 2024			
Time	Duration	Activity	Person-in-Charge
8:00 - 8:30 a.m.	30m	Preliminaries	
8:30 - 10:00 a.m.	1hr30	Session 11 PLENARY Collaborative Expertise (CE)	DR. JAYBOY EVANO PSDS
10:00 - 10:15 a.m.	15m	Health Break	
10:15 a.m. - 12:00 n.n.	1hr45	Session 12 PLENARY Creating Excellent and Powerful Learning Facilitation	FLORANTE C. MARMETO School Head, MNHS
12:00 n.n. - 1:00 p.m.	1hr	Lunch Break	
1:00 - 3:00 p.m.	2hr	Session 13 PLENARY Management of School- Based Professional Development Program	IVY M. ROMANO SEPS-HRD
3:00 - 3:15 p.m.	15m	End-of-Day Evaluation & Reminders	
3:15 - 3:30 p.m.	15m	Health Break	
3:30 - 4:30 p.m.	1hr	Post-Test	
4:30 - 5:00 p.m.	30m	Closing Program	
CLOSING PROGRAM			



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Enclosure 6: Transportation Arrangement and Bus Number Assignment
MATATAG Division Training of Trainers (DTOT)**

BUS No. 1

Seat No.	Name	Seat No.	
1	Eduardo Kondo - Lead	26	Mayvell Cordova
2	Marissa Andanza	27	Maricel Dimaano
3	Jennifer Joson	28	Elda Goña
4	Ma. Theresa Dela Rosa	29	Catherine Rufo
5	Shella Navarro	30	Cunegunda Mejica
6	Myra Namit	31	Narcisa Inocencia
7	Yaledegler Maligaya	32	Jonalyn Dungca
8	Ada Trinidad Tagle	33	Joan Claire De Padua
9	Buena Dela Cruz	34	Nora Cruz
10	Cristine Victoria	35	Raquel Montana
11	Juliet D. Jajala	36	Lorraine Lelis
12	Bernadeth Rellones	37	Razel Estareja
13	Denia D. Araza	38	Elizabeth Tiston
14	Victoria Pangan	39	Ginazel Beaulieu
15	Maryjane Casacop	40	Analyn Dacara
16	Jocelyn Clemente	41	Sahlee Donceras
17	Merla L. Caserial	42	Criselda Paciente
18	Erma Balagbis	43	Vivian Rempillo
19	Lorelie Arumbulo	44	Helen Tadena
20	Airene Raymundo	45	Arvilita Rodin
21	Joana Supetran		
22	Noema O. Gillego		PMT: 1
23	Micaela Rochelle B. Balolot		Resource Speakers: 4
24	Marinel Buted		Participants: 40
25	Ma. Preciosa Laderas		TOTAL: 45



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

BUS No. 2

Seat No.	Name	Seat No.	
1	Lambert Quesada - Lead	26	Melecio Balero
2	Hilario Canasa	27	Ranah Jill Q. Benzulano
3	Florante C. Marmeto	28	Monica S. Lontok
4	Marie Ann Esmeria	29	Benelin G. Rumbaoa
5	Ma. Carmen Solayao	30	Marlon R. Parreno
6	Jinky Santos	31	Evangeline M. Ramos
7	Marie Ann Esmeria	32	Norlito A. Argante
8	Jayboy Evano	33	Marilyn E. Salvio
9	John Albert B. Colle	34	Roxanne B. Dolleton
10	Rhodora V. Mandap	35	Maria Girley N. Diquit
11	Maria Hazel B. Hernandez	36	Teresita Muldong
12	Alyssa V. Aventurado	37	Chona C. Bundoc
13	Ma. Aurora S. Bartolaba	38	Maila C. Lorenzo
14	Reynaldo O. Comisario	39	Hazel G. Amor
15	Eden G. Binaday	40	Mildred A. Zabala
16	Raul T. Felix	41	Marilou M. Manansala
17	Girly C. Campos	42	Melinda D. Dauba
18	Robert Ramada	43	Mary Ann O. Wijetunge
19	John Eric P. Musni	44	Mylyn M. Vallejo
20	Eleonida S. Tabaranza	45	Marsha Liza M. Calipayan
21	Adelinda D. Dollesin	46	Brenda C. Escopete
22	Enrico C. Madarcos		
23	Mhaygleen L. Lunar		Resource Speakers: 10
24	Eufracia V. Magahis		Participants: 36
25	Gemma T. Cayomba		TOTAL: 46



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

BUS No. 3

Seat No.	Name	Seat No.	
1	Mark Joseph Fernandez - Lead	26	Edsel B. Basilla
2	Phoebe R. Arroyo	27	Annie D. Pesito
3	Madeline Ann L. Diaz	28	Raymond C. Reginio
4	Ma. Regaele Olarte	29	Jecelyn Salmon
5	Armida S. Oblinada	30	Maria Martha R. Ullero
6	Ador B. Querubin	31	Bienvinido E. Dayuta Jr.
7	Gina U. Urquia	32	Audepaz E. Benitez
8	Leonaida Gutierrez	33	Marilyn C. Andresio
9	Mariel Eugene L. Luna	34	Jayson Manikan
10	Felipe W. Marapao Jr	35	Maria Helen P. Eyas
11	Clarisa C. Avila	36	Waren A. Tabulina
12	Edizer C. Laqueo	37	Jasmin D. Fuentes
13	Eric F. Fungo	38	Gregorio S. Quineri
14	Antonio Gagala	39	Maria Teresa C. Resos
15	Rosendo E. Sangalang	40	Aires DC Marquez
16	Carmelita P. Razon	41	Gerry V. Domalanta
17	Aurea Gascon	42	Yvonne R. Alba
18	Henel T. Perez		
19	Janet E. Linqico		
20	Kristine San Pedro		
21	Abigail De Lios		
22	Rosalinda Benavidez		PMT: 1
23	Gregorio G. Taclas		Resource Speakers: 8
24	Catherine Vasol		Participants: 33
25	Catherine Galan		TOTAL: 42



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

BUS No. 4

Seat No.	Name	Seat No.	
1	Edison Enerlas - Lead	26	Jose Jacinto Ramos
2	Violeta M. Gonzales	27	Farida Soriaga
3	Evangelina M. Aman	28	Almario Quesada
4	Vilma Vilorina	29	Ma. Teresa Indap
5	Olivia Elloso	30	Eduardo L. Kondo
6	Liliosa B. Palce	31	Lourdes Rodilla
7	Jane May Valbuena	32	Joeycor J. Rendon
8	Antonio Rocha	33	Michael F. Domingo
9	Alma Bituin	34	Reynante Benito
10	Jessie Arroyo	35	Chelo D. Rongavilla
11	Josephine Alacon	36	John Lord Vivo
12	Melissa Columna		
13	Josie Sapanta		
14	Arlene Joy Mananguit		
15	Pillar M. Castillo		
16	Crisencia G. Saludez		
17	Melanie M. Diaz		
18	Rebecca Kondo		
19	Robert Abrantes		
20	Mary Jane Pangan		
21	Shiela Acebes		
22	Cherry Fuentes		PMT: 5
23	Lyra Zaragoza		Resource Speakers: 5
24	Rogelio Cabanting Jr		Participants: 22
25	Juanita Paje		TOTAL: 33

All materials including bulk number of learning competencies, worksheet, projectors, white screen, among others shall be loaded here to Baguio.